



## **SERGEANT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To supervise police field operations on an assigned shift; to provide lead supervision and personally perform investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the Department.

### **Supervision Received and Exercised:**

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over sworn and non-sworn police staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
- Participate in the selection of staff; participate in evaluating staff performance; work with employees to correct deficiencies; implement discipline procedures.
- Plan, direct and supervise the activities of officers assigned to field patrol; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaints.

*Effective March 1989*

*Revised June 1997*

*Revised November 2000*

*Title change January 2002*

*Minimum Qualifications changed January 2002*

*Minimum Qualifications changed December 2003 (back to original)*

Sergeant (continued)  
Police Department

- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise the appropriate Commander.
- Supervise and participate in all normal shift duties as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Complete required reports and documentation relating to activities.

**When on assignment:**

- Serve as sergeant in specific assigned areas such as Criminal Investigations, Traffic, School Liaison, Training, Selective Enforcement and Narcotics; provide overall technical and administrative direction to assigned personnel.
- Plan, direct and supervise activities of officers assigned to police investigations; supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses and related felony crimes; analyze crime patterns and trends; prepare associated reports and statistics.
- Supervise crime scene investigations; ensure collection, preservation and proper handling of physical evidence and property.
- Supervise the investigation of fatality and serious injury accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.
- Plan, direct and supervise the activities of officers assigned to traffic enforcement; coordinate selective traffic enforcement program; oversee parking enforcement activities; plan, coordinate and supervise traffic control activities for special events, parades and street closures.
- Ensure proper reporting of State funds for task forces and other funded activities; establish and maintain contact with other City departments and divisions; review expenditures and revenues to ensure the accuracy of all statements; compile budget and statistics information as requested.
- Supervise and train new sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Coordinate and oversee Police Officer Reserves and Explorer Programs; assign equipment and work assignments to Reserve Officers and Explorers.

*Effective March 1989*

*Revised June 1997*

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Sergeant (continued)  
Police Department

- Serve as a school liaison; prepare public safety presentations for school students; may refer juveniles to proper authorities when home or other conditions are unsatisfactory.
- Supervise canines; select and train animals for mounted and K-9 units.
- Review all reports and activities on assigned shift.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preference at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of current, continuous service as a City of Tempe Police Officer, plus the educational requirements listed below.

**Training:**

An Associate of Arts (AA) degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university.

**Licenses/Certifications:**

Possession of an appropriate, valid Arizona driver's license.

Possession of Arizona Police Officers Standards and Training (POST) Certification.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3050**

**Salary Range: 37A**

**FLSA: Non-Exempt**

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